MITEL

NuPoint Messenger IP

ACCESSING YOUR MAILBOX FROM OUTSIDE THE COMPANY

- Enter the NuPoint Messenger™ system access number.
- Enter your mailbox number followed by the * key.
- Enter your passcode.

You're now at the main menu (shown below) and are ready to begin messaging!

NOTE: Call Director and Fax are optional features that may not be available on your voice mail system.

MAIN MENU

Key	Function
5 JKL	User Options
7 PQRS	Play Message
6 MNO	Make Message
9 WXYZ	Exit
#	Transfer to Extension
0	Transfer to Operator
*	Call Director Administration

USER OPTIONS

Option	Key
Change Greeting	4 GHI
Change Name	6 MNO
Change Passcode	7 PQRS
Distribution Lists	5 JKL
Call Schedule Options	2 ABC
Tutorial	8 TUV
Exit to Main Menu	9 WXYZ
Fax Delivery Options	3 DEF

FAX DELIVERY

Option	Key
Retrieve Unplayed Fax Messages	7 PQRS
Personal Fax Telephone Number	6 MNO
Fax Cover Page Options	2 ABC
Enable/Disable Auto Fax Delivery	3 DEF
Exit Options Menu	9 WXYZ

PLAY MESSAGE

Option	Key
Play	7 PQRS
Answer	2 ABC
Give	4 GHI
Keep	5 JKL
Make	6 MNO
Discard	3 DEF

MAKE MESSAGE

Option	Key
Review	7 PQRS
Discard	3 DEF
Append	2 ABC
Exit to Main Menu	9 WXYZ
Message Addressing	6 MNO

Message Addressing

Option	Key
Confidential	2 ABC
Receipt request	7 PQRS
Urgent	8 TUV
Future delivery	3 DEF
Exit options	9 WXYZ

CALL DIRECTOR ADMINISTRATION

Option	Key
Enable/Disable Override	1
Record Greetings Message	2 ABC